



## INTER-OFFICE CORRESPONDENCE

**DATE:** Monday, August 15, 2022

**TO:** Lisa McMillan  
Assistant County Administrator

**FROM:** Lisa Muttiah  
Grants Manager

**SUBJECT: Request for Exception to the Travel Policy – Positive Living 24 Conference**

Tarrant County is working to strengthen the involvement of People Living with HIV (PLWH) in Planning Council (PC) activities. PC are Ryan White HIV AIDS program legislative requirements. PLWH are an important component of the PC infrastructure to ensure the needs of PLWH are addressed. Two (2) Planning Council members will be selected to attend the Positive Living 24 Conference.

The benefits of allowing these PLWH to attend the Positive Living 24 Conference:

- Provide opportunities to network with other PLWH who are quality advocates and members of Planning Councils in other jurisdictions.
- Demonstrate Tarrant County's investment for PLWH involvement in PC.
- HRSA/HAB, requires PLWH involvement in PC.

The Administrative Agency is seeking this Exception to the Travel Policy in order to send the PC members to the Positive Living 24 conference, being held in Walton Beach, Florida from September 7, 2022 to September 11, 2022 using Ryan White funding. The funding is in current approved budgets and is an allowable cost.

Due to HIPAA, the names of PLWH attending the conference will not be disclosed on travel documentation and Commissioner Court Communication. With your approval, the travel documentation will reflect "Planning Council Member 1" and "Planning Council Member 2". Attendee-specific identifying information will be kept on file in the HIV Administrative Agency.

Attachments



## Tarrant County Out-of-State Travel Request

Department:  <div style="text-align: center;"><b>HIV Administrative Agency /Planning Council</b></div>		Name:  <div style="text-align: center;">Planning Council Member #1, HIV AA</div> <div style="text-align: center; font-size: small;">** If applicable, list additional names below.</div>																			
Conference/Seminar Name:  <div style="text-align: center;"><b>Positive Living 24 Conference</b></div>																					
Destination:  <div style="text-align: center;">Walton Beach, Florida</div>		Dates:    Departure:    September 7, 2022  Return:    September 11, 2022																			
Project Expenditures: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td style="width: 30%;">Transportation:</td><td style="width: 10%; text-align: right;">\$</td><td style="width: 60%; text-align: right;">1,800.00</td></tr> <tr><td>Hotel:</td><td style="text-align: right;">\$</td><td style="text-align: right;">1,370.00</td></tr> <tr><td>Registration:</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr> <tr><td>Per Diem:</td><td style="text-align: right;">\$</td><td style="text-align: right;">440.00</td></tr> <tr><td>Other (specify):*</td><td style="text-align: right;">\$</td><td style="text-align: right;">300.00</td></tr> <tr><td><b>Total:</b></td><td style="text-align: right;"><b>\$</b></td><td style="text-align: right;"><b>3,910.00</b></td></tr> </table>		Transportation:	\$	1,800.00	Hotel:	\$	1,370.00	Registration:	\$	-	Per Diem:	\$	440.00	Other (specify):*	\$	300.00	<b>Total:</b>	<b>\$</b>	<b>3,910.00</b>	Rationale: The Positive Living 24 Conference is an opportunity for People Living with HIV to come together to discuss challenges and opportunities for change within their jurisdictions as they work toward Ending the HIV Epidemic. Each attendee has a central role in the execution and success of the Planning Council for the Fort Worth/Arlington TGA.	
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**Additional Person(s):  <div style="text-align: center;">Planning Council Member, PC #2</div>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">           Funds Available in Department Budget?    <input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO            (List department, line item and amount)         </td> </tr> <tr> <td style="width: 40%;">Commitment Account #</td> <td colspan="2">Fund #</td> </tr> <tr> <td style="text-align: center;">588291</td> <td colspan="2" style="text-align: center;">Grant-2004</td> </tr> <tr> <td>Grant # (if applicable)</td> <td>Cost Center #</td> <td>Cost</td> </tr> <tr> <td style="text-align: center;">E0028-2023</td> <td style="text-align: center;">1131000000</td> <td style="text-align: right;">\$ 3,910.00</td> </tr> </table>		Funds Available in Department Budget? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (List department, line item and amount)			Commitment Account #	Fund #		588291	Grant-2004		Grant # (if applicable)	Cost Center #	Cost	E0028-2023	1131000000	\$ 3,910.00			
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E0028-2023	1131000000	\$ 3,910.00																			

\*Other - Parking at Airport and mileage to airport for Advocates and Members

<div style="font-size: 2em; font-family: cursive;">[Signature]</div>	<div style="font-size: 1.5em;">8/15/2027</div>	Court Order No:	<input type="checkbox"/> Approved
Employee Signature	Date	Date:	<input type="checkbox"/> Disapproved
Supervisor/Department Head Signature	Date		

This form is to be used for all out-of-state trips requiring advance approval by the Commissioners Court. Please submit this form as far in advance as possible. This form must be submitted to the Administrator's Office no later than 12:00 noon on Wednesday for inclusion on the following week's Commissioners Court Agenda.